



You as the Supervisor and Coach

Module 2

National Guard

Technician Personnel Management Course

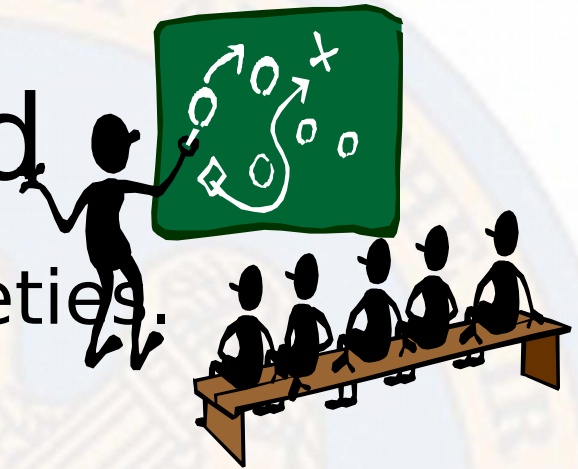
Supervision

Meeting the needs of your customers by getting the technical work of the unit done on time, with resources available, in a way that meets or exceeds standards...by coaching others rather than doing it yourself.



1. Getting Started

- Overcome initial anxieties.
- Learn the ropes.

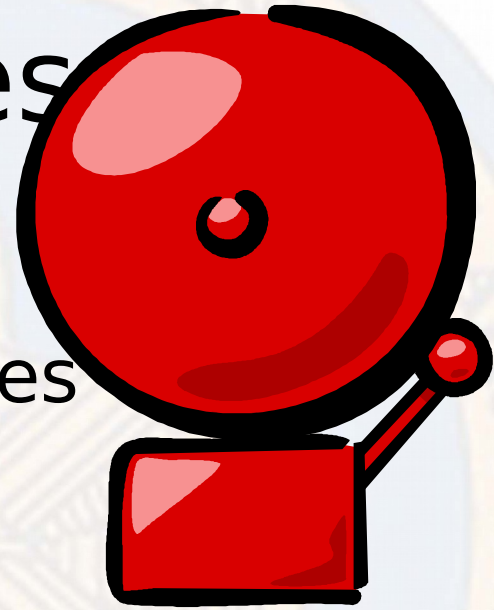


2. Establishing Authority

- Dealing with friends and peers you now supervise.

3. Identify Priorities

- Be available and visible
- Identify employee abilities



4. Communication

- Become a good observer
- Know the difference between orders, requests, and suggestions
- Document your day

5. Employee Concern

- Build trust with your employ
- Learn to say “no”
- Resolve squabbles

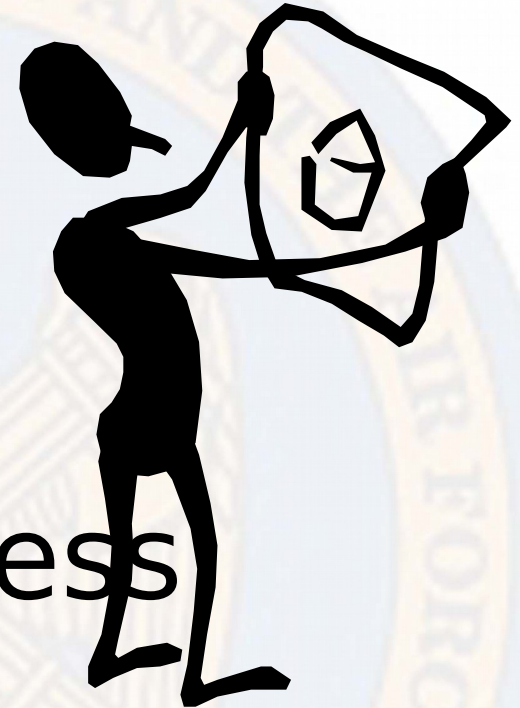


6. How To Work With Others

- Working with your supervisor
- Working with your peers
- Accepting responsibilities for your

7. Mistakes to Avoid

- Getting Angry
- Appearing to Play Favorites
- Other mistakes



8. Supervisory Success

- Establish a daily routine
- Lead by example
- Deal with problems immediately
- Be firm but fair
- Ask for help when you need it

QUESTIONS????

